

Basketball Program Coordinator

JOB SUMMARY

Facilitates coordination of the Town's basketball program and oversees the planning, delivery, and evaluation of the annual program. Reports to and works with the Recreation Coordinator in developing the basketball program, scheduling and using the facilities, establishing and interpreting written policies, and developing short and long range plans.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Coordinator and the Recreation Commission.

SUPERVISION EXERCISED

Coordinates volunteers serving as coaches and parent helpers assisting with logistics of the program.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Administers and establishes written program policies and procedures.
2. Sets season schedule of games including use of school/community facilities.
3. Secures volunteer coaches.
4. Secures parent volunteers to assist with program, i.e. concession stand, field maintenance, etc.
5. Coordinates and schedules contest officials.
6. Oversees the proper use, safety and security of all supplies and makes requests for purchases of equipment needed, payment of officials and maintenance.
7. Works with the Recreation Coordinator to advertise the program and sign-up dates, ensures mission and program policy are known to coaches, parents and participants.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of the Fitzwilliam community and understanding of basketball program, knowledge of human behavior as applied to various groups participating in recreational activities; knowledge of park and field maintenance. Skilled in working with people of all ages, including volunteers, on a continuing basis. Ability to plan, organize, coordinate, direct, and evaluate the activities and personnel involved in a recreation program; ability to plan and exercise judgment in new or constantly changing problems; ability to formulate decisions and advise the Recreation Coordinator on matters pertaining to the program; ability to establish good community relations; ability to establish and maintain effective working relationships with employees, Town officials, civic organizations, and the public.

MINIMUM QUALIFICATIONS REQUIRED

High School diploma, supervisory and administrative experience; knowledge of the basketball program, interpersonal and communication skills; youth programming experience a plus; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Seasonal, evening and irregular hours.

Applications available at Town Hall, and online www.fitzwilliam-nh.gov. The deadline is November 18, 2016.